

## NFIRS 5.0 Incident Type/Module Rules and Tips

### General

- \$ If using software, do not use codes that have (Conversion Only) at the end of the description. These codes are used to convert NFIRS 4.1 data to NFIRS 5.0. Example: Incident Type 110, 320.

### NFIRS-1 Basic Module

- \$ The Basic Module is required for all Incident Types and determines what other modules need to be completed based on the codes entered in certain key fields on this Module.
- \$ Section B - Location:
  - \$ More than just the City, State and Zip Code must be entered based on what box is checked under Address Type. For example:
    - \$ If Street Address is checked, the street or highway name must be made in Street or Highway
    - \$ If Directions is checked, they must be entered in Cross Section or Directions
    - \$ If intersection is checked, then one street/highway name must be made in Cross Section or Directions and the other making up the intersection must be entered in Street or Highway
- \$ Section C – Incident Type:
  - \$ The following codes are missing from the NFIRS 5.0 Handbook (dated January 1999). These codes are in the new CRG (2004), the Quick Reference Guide and included in the software drop-down list:
    - \$ 340 Search, Other
    - \$ 350 Extrication, Other
    - \$ 360 Water/Ice Rescue, Other
    - \$ 650 Steam, Vapor, Fog Mistaken For Smoke, Other
    - \$ 730 System Malfunction, Other
    - \$ 740 Unintentional Transmission of Alarm, Other
  - \$ If you are canceled enroute, the proper code is 611. Do not code the incident based on how you were dispatched. The corresponding Action Taken code is 93.
  - \$ If Incident Type is 746 (Carbon Monoxide Activation-no CO), Section F (Actions Taken) must be coded 54
  - \$ Tornado watches should be coded as 813. Other types of storm watch codes can be found on page 3-27 of the CRG. The appropriate Action Taken for all storm watches would be 79
  - \$ Meth lab incidents should be coded 222 if there was no fire. If a fire was caused by the meth lab use an appropriate 100 series code.
- \$ Section D - Aid Given or Received:
  - \$ If Incident Type is 571 (Stand By) and Aid Given or Received is coded 3, 4, or 5 then only the information on the Basic Module through Section D (Aid Given or Received) need be completed by the department giving aid. The rest of the Basic Module and the other modules, as applicable, are optional.
  - \$ If Incident Type is coded any other Incident Type than 571 and Aid Given or Received is coded 3, 4, or 5, then only the information on the Basic Module through Section G1 (Resources) and the NFIRS-5 Fire Service Casualty Module (when there is a casualty) need be completed. The remainder of the Basic Module and any other modules associated with the incident may be optionally completed but are not required.
  - \$ Aid Giving Departments and Aid Receiving Departments always track their own Fire Service casualties separately. If a Fire Service Casualty occurs in a department giving aid, they should also complete the H1 Casualties Section on the Basic Module in addition to the NFIRS-5 Fire Service Casualty Module.
  - \$ The department receiving aid is responsible for tracking and entering all of the civilian casualty information for the incident.
  - \$ If coded 3 or 4, please enter the FDID number (not the name or your own code) of the department aid was given. A list can be found on the State Fire Marshal website or from the State Fire Marshal's office. If the other department's incident number is known please enter that also or leave the field blank.
- \$ Section E1 - Dates and Times:
  - \$ Alarm Time/Date cannot be later than Arrival, Controlled or Last Unit Cleared Time/Date
  - \$ Arrival Time/Date cannot be later than Controlled or Last Unit Cleared Time/Date
  - \$ Controlled Time/Date cannot be later than Last Unit Cleared Time/Date
  - \$ All times may be the same
  - \$ Be careful when entering dates and times. Incorrect dates and times impact greatly the average response time.
- \$ Section G1 - Resources:
  - \$ Complete either this field or NFIRS-9 Apparatus Module or the NFIRS-10 Personnel Module, but not all three.
  - \$ It is recommended that personnel are shown where they are assigned at the scene. This will generally mean the chief is shown under Other.

- \$ Section G2 - Estimated Dollar Losses and Value:
  - \$ If Pre-Incident Property value entered, then it must be greater or equal to the amount entered for Property Losses.
  - \$ If Pre-Incident Contents value entered, then it must be greater or equal to the amount entered for Contents Losses.
- \$ Section H1 - Casualties
  - \$ Firefighters - Enter the number of firefighter casualties that occurred at any incident. A Fire Service Casualty Module (NFIRS-5) must be completed for every firefighter included here.
    - \$ If the casualty occurred on fire department property after the apparatus was placed back in service, do not include it in this section. A new report would be completed to cover this casualty (see page 3-43 of the CRG January 2004).
  - \$ Civilians - Enter **only** the number of civilian casualties that result from a fire incident. A Civilian Casualty Module (NFIRS-4) must be completed for each individual counted here.
- \$ Section K1 - Person/Entity Involved and Section K2 - Owner:
  - \$ If used, be sure to complete the State and Zip Code. These are required.
  - \$ If the person is from outside the United States enter OO for the state and enter the country in the City field.
  - \$ If more than one Person Entity Involved and/or Owner complete NFIRS-1S Supplemental Module with the additional information. Do not try to fit everyone involved in these sections. Example: for a car fire or accident with multiple passengers, list the owner of the car in K2 and one passenger in K1. List all other passengers on the NFIRS-1S.

## NFIRS-2 Fire Module

- \$ Required for Incident Types 110-112, 120-138, and 161-164 found on the NFIRS-1 Basic Module.
- \$ Complete for Incident Types 100, 113-118 and 150-155 if there are injuries, deaths or property loss.
- \$ If Incident Type is 140-143, 160, or 170-173 the NFIRS-8 Wildland Module should be completed instead of the NFIRS-2.
- \$ Section B - Property Details:
  - \$ If Section J (Property Use) on the Basic Module is coded 400-499 and Incident Type is 100-173, except 113-118, then Section B1 (Number of Living Units) must be completed.
- \$ Section C - On Site Materials:
  - \$ If Section J (Property Use) on the Basic Module is coded 500-899 and Incident Type is 100-199, except 113-118, then Section C (On Site Materials) must be entered. None is a valid entry.
  - \$ One Storage Use must be checked for every On Site Material entered
- \$ Section D - Ignition:
  - \$ Section D2 (Heat Source) cannot be coded 80-89 unless Exposure Number is greater than 00
  - \$ Section D3 (Item First Ignited) codes 10-19 should be used only for Structure Fires
- \$ Section E1 - Cause of Ignition:
  - \$ If coded 2 (Unintentional) then Sections E2 (Factors Contributing) and E3 (Human Factors) are required. None is a valid answer.
  - \$ If coded 3 or 4 (Failure of Equipment or Heat Source, Act of Nature), then Section E2 (Factors Contributing) is required. None is a valid answer.
- \$ Section E2 - Factors Contributing
  - \$ Please complete with codes other than None whenever possible. This field provides more information on the cause of a fire and is helpful in doing statistics.
- \$ Section E3 - Human Factors:
  - \$ If Age Was Factor is checked, then age must be greater than zero (make your best guess if unknown) and gender must be entered.
- \$ Section F1 - Equipment Involved in Ignition and Section H1 - Mobile Property Involved cannot both be completed. This is a change from NFIRS 4.1.
  - \$ If the Incident Type is 130-138 and Section H1 (Mobile Property Involved) is coded 2 or 3, Section F1 (Equipment Involved in Ignition) cannot be coded anything other than None.
- \$ Section F2 (Equipment Power Source) and Section F3 (Equipment Portability) **must** be completed if Section F1 is coded anything other than None.
- \$ Section H1 (Mobile Property Involved) must be completed if Incident Type is 130-138.
- \$ Section H2 (Mobile Property Type and Make) **must** be completed if Section H1 is coded 2 or 3. The Model, Year, License, State and VIN Number are optional.
  - \$ If the Year is completed the century must be included. Example: enter 1983 not 83.
  - \$ The State code can be found in Appendix C on page C-9 of the NFIRS 5.0 Handbook (CRG).
- \$ Use code 22 in Mobile Property Type if the vehicle was a pickup. Code 11 is for passenger vehicles.

### NFIRS-3 Structure Fire Module

- \$ Required for Incident Types 111-112 and 120-123.
- \$ Optional for Incident Types 113-118.
- \$ Section I1 - Structure Type:
  - \$ If Incident Type is coded 112 only this section of the NFIRS-3 needs to be completed. The rest of the module is optional.
  - \$ If coded 1 or 2 then Sections I2 (Building Status), I3 (Building Height), I4 (Main Floor Size), J (Fire Origin/Spread/Number of Stories Damaged by Flame), K (Material Contributing Most to Flame Spread), L1 (Presence of Detectors) and M1 (Presence of Automatic Extinguishment System) are required. Otherwise they are optional.
- \$ Section I4 (Main Floor Size) **must** be completed, either Total Square Feet or Length and Width. Users of the Data Entry Tool - this field does not appear in yellow but is required. A critical error will be generated when saving the report if this information is omitted.
- \$ If Section J2 (Fire Spread) is coded 1, 2, or 3 then Section J3 (Number of Stories Damaged by Flame) total cannot exceed 1.
  - \$ NOTE: Code 1 is not an option on the paper form. If the fire was confined to the object of origin, leave this field blank.
- \$ If Section L1 (Presence of Detectors) is coded Yes, then Sections L2 (Detector Type), L3 (Detector Power Supply) and L4 (Detector Operation) are required.
- \$ Section L4 - Detector Operation:
  - \$ If coded 2, then Section L5 (Detector Effectiveness) is required.
  - \$ If coded 3, then Section L6 (Detector Failure Reason) is required.

### NFIRS-4 Civilian Fire Casualty Module

- \$ Completed for fire casualties **only**. This includes someone who is injured or killed as a result of a fire or from natural or accidental causes sustained while involved in the activities of fire control, attempting rescue, or escaping from the dangers of the fire.
- \$ Incident Type on Basic Module must be coded 100-173.

### NFIRS-5 Fire Service Casualty Module

- \$ Completed for any injury, death or exposure (contact with a toxic substance or harmful physical agent) to fire service personnel in conjunction with any incident response.
- \$ Section E - Date and Time of Injury cannot precede the Alarm Date/Time nor exceed the Date/Time of Last Unit Cleared entered on the NFIRS-1 Basic Module.

### NFIRS-6 EMS Module

- \$ Allowed for Incident Types 311, 321, 322 and 323.
- \$ Please complete more than just the required field (Provider Impression/Assessment) if you complete an EMS module.
- \$ Incident Type 661 does not allow for completion of the EMS Module even though it is an EMS related code.
- \$ Section C:
  - \$ Time Arrived at Patient is the time when emergency personnel **established direct contact** with the patient, not when the responders arrived at the scene.
    - \$ The time and date must be equal or less than the Time of Patient Transfer and date.
    - \$ The time and date must be equal or greater than the Alarm and Arrival Date/Time entered on the NFIRS-1 Basic Module.
  - \$ Time of Patient Transfer is the time when the response unit **physically left the scene to transport** the patient to an emergency care facility or the time when the patient was **transferred** to another care provider.
    - \$ The time and date must be equal or greater than Alarm Date/Time entered on the Basic Module.
    - \$ The date/time fields on the EMS Module are optional. If you enter a date in either Date Arrived at Patient and/or Date of Patient Transfer, then the time fields become required. These dates and times are validated against what is entered on the Basic Module and will generate a Critical Error if there are discrepancies.
- \$ If using software, do not enter N (None) in Section H1 (Body Site of Injury). If no injuries to the body were sustained, leave this section blank.

### NFIRS-7 Hazardous Materials Module

- \$ Allowed for Incident Types 100-243, 321-323, 371, 400-431, and 900.

- \$ If Section I is coded 1 or 2 (a fire or explosion was involved), then Incident Type on the NFIRS-1 Basic Module must be coded 100-299.

#### **NFIRS-8 Wildland Fire Module**

- \$ Optional for Incident Types 140-143, 160, 170-173 instead of NFIRS2 - Fire Module, but we would prefer this module to be completed for these incident types.
- \$ Optional for Incident Types 561, 631, and 632.
- \$ Section H is intended for Federal Wildland Agencies and State Foresters use. It is optional for fire departments to complete.
- \$ If Section L1 (Person Responsible for the Fire) is coded 1 (Identified person caused fire), then Section L2 (Gender of Person Involved), L3 (Age or Date of Birth) and L4 (Activity of Person Involved) **must** be completed.
- \$ Section N (Fire Behavior) is optional and will most likely be completed by local, state and federal Wildland management agencies instead of fire departments.
- \$ If fire departments choose to complete this section, the definition of a chain (Rate of Spread) is 66 feet.

#### **NFIRS-9 Apparatus Module**

- \$ This module may be completed instead of entering the information in Section G1 on the Basic Module or NFIRS 10. If this module is completed, do not complete NFIRS-10.
- \$ Be sure to enter the Number of People for each apparatus if this module is used.
- \$ Dates and Times:
  - \$ Dispatch Date/Time cannot be earlier than the Alarm Date/Time (Basic Module) and cannot be later than the Arrival Date/Time (Basic and Apparatus Modules), the Clear Date/Time (Apparatus Module) or the Last Unit Cleared Date/Time (Basic Module).
  - \$ Arrival Date/Time cannot be earlier than the Alarm Date/Time (Basic Module), the Arrival Date/Time (Basic and Apparatus Modules) or later than the Clear Date/Time (Apparatus Module) or Last Unit Clear Date/Time (Basic Module).
  - \$ Clear Date/Time cannot be earlier than the Alarm Date/Time (Basic Module), the Dispatch Date/Time (Apparatus Module), the Arrival Date/Time (Basic and Apparatus Modules), or later than the Last Unit Cleared Date/Time (Basic Module).

#### **NFIRS-10 Personnel Module**

- \$ This module may be completed instead of entering the information in Section G1 on the Basic Module or NFIRS-9 (Apparatus Module). If this module is completed, do not complete NFIRS-9.
- \$ Same rules listed for NFIRS-9 Dates and Times apply to NFIRS-10.

#### **NFIRS-11 Arson Module**

- \$ Allowed for Incident Types 100-173 and when Cause of Ignition on the Fire Module is coded 1, 2, 5, or U or the Wildland Module Fire Cause is coded 7.
- \$ May also be used to document juvenile-set fires.